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www.consumerprotectionbc.ca

Debt Collection

Debt Collector or Bailiff Employee Application

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 144 of the *Business Practices and Consumer Protection Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia.

1. Full Name: _____ Birthdate: ____/____/____
(Surname) (Given Names) YYYYY MM DD

2. You may use an alias, but must only use the name you indicate here: _____
(Alias Last First Middle Name)

3. Home Address: _____ Postal/Zip: _____ Phone: (____) _____
No., Street., Apt. City Prov/State

4. Birthplace: _____
(City) (Province/State) (Country)

5. Sex: M / F

6. Licence Type: Bailiff Bailiff/Collector Collector (Phone Collections) Collector (In-person collections)

	Yes	No
7. Have you previously held a collector or bailiff licence in British Columbia?	<input type="checkbox"/>	<input type="checkbox"/>

8. Have you completed the Debt Collector Examination?	<input type="checkbox"/>	<input type="checkbox"/>
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If yes, what score did you achieve? _____% If no, a Certificate of Achievement must be included with this application

9. Have you had a collector or bailiff licence suspended or cancelled by a Licensing Authority?	<input type="checkbox"/>	<input type="checkbox"/>
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10. Have you been refused a collector or bailiff licence in British Columbia or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
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If **YES** to questions 9 or 10 above, provide details on a separate sheet, including date(s), location(s), and by what Authority.

11. **ALL BAILIFF AND IN-PERSON COLLECTOR APPLICANTS** that reside in Canada **MUST** complete an online criminal record check within one day of sending this application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. Please note that once complete a copy will be sent directly to Consumer Protection BC.

ALL BAILIFF AND IN-PERSON COLLECTOR APPLICANTS that do not reside in Canada **MUST** submit a certified criminal check from their home jurisdiction. Applicants from the U.S. can apply for an FBI Identity History Check by following this link: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Please note that criminal record checks **are not** required for "telephone only" debt collectors.

Your application will not be processed until the criminal record check is received

EMPLOYEE DECLARATION

I declare that:

1. I am the applicant in this application, which I have signed; and
2. I hereby apply for my Collector or Bailiff licence under the *Business Practices and Consumer Protection Act* of British Columbia. I confirm that the information contained in this application is true and correct;
3. I have read the *Business Practices and Consumer Protection Act* and the Debt Collection and Repayment Regulation;

Signature _____ Print Name: _____

Date: _____

EMPLOYER DECLARATION

The foregoing application is hereby recommended. Dated this _____ day of _____
(Date) (Month) (Year)

Authorized Signing Officer of Collection/Bailiff Agency

Agency Name (As licensed)

Agency licence#

Print Name and Title of Signing Officer

Telephone: () _____ Fax: () _____

Business location where collector will be licensed

(Street Address, Suite, City, Province/State, & Postal/Zip Code)

Licence application fees are payable by cheque, money order or credit card

Licence application fees are non-refundable

Please consult the current fee schedule for the applicable fee. Debt collection/bailiff employee licences expire based on the date of application. Applications, supporting documentation and applicable fees can be sent to:

**Mail: Consumer Protection BC
PO Box 9244
Victoria BC V8W 9J2**

**Courier: Consumer Protection BC
307-3450 Uptown Blvd
Victoria, BC V8Z 0B9**

Applications paid with a credit card may be faxed to 250 920-7181. Please complete and include the credit card authorization form with the application. The credit card authorization form is available at www.debtrightsbc.ca. We accept Visa, MasterCard and American Express.

Cheques or money orders are payable to Consumer Protection BC

A service charge applies on any dishonoured payments. Please see current fee schedule.

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

